

Inputting Grades for the CSU Fall 2019 Application


<https://www2.calstate.edu/apply>

High School > **Home School >**

Find Your High School

* High School Name

* Dates Attended

August 2015  to June 2019 

Term Type


Before selecting your term type:
Please make sure you select the correct term type for your school. If you are unsure please contact your high school counselor.




If your school uses multiple term types:
You must Add your high school multiple times for each term type. Please see example below.





Before entering your grades:
Make sure you enter your grades under the correct high school term type for your school.

[View Example](#)




* Term Type




Select Term Type 

9th Grade  (Semester) IRVINE HIGH SCHOOL 2015-2016  

* Course Title or Code	* Course Type	* Fall	* Spring	
Math I - BAPF5E	None 	B 	B 	

&

9th Grade  (Full Year) IRVINE HIGH SCHOOL 2015-2016  

* Course Title or Code	* Course Type	* Year Grade	
Spanish 1 - NF39KE	None 	C 	

6. Select your high school's term type from the drop-down.
- a. Please review the chart below if you are unsure of your school's term type.

Grades earned per course per academic year	Term Type
One grade	Full Year
Two grades	Semester
Three grades	Trimester
Four grades	Quarter

- o Multiple term types - If your school offers courses with various term types, or has converted term types during your attendance, you must report the high school once for each term type. Please speak to your high school counselor if you are unsure of your school's term type.
- Report the High School first with the dominant term type, report the same high school with a second entry for the alternate term type. Dates may overlap if necessary.

Add a Grade Level

- a. Begin with selecting the earliest grade level that you completed courses to fulfill an A-G subject.
- i. If you completed courses in 7th or 8th grade to fulfill A-G subject requirements, please select the appropriate grade level, along with your first high school attended in 9th grade and your 9th grade academic year.
- b. Select the School that you attended for that grade level
- c. Select the appropriate Academic Year
- d. Click the green check mark to continue

Add a Summer Grade Level

If you completed courses during the Summer, click on Add Summer Courses

- a. If you took a summer class between 9th and 10th grade, the summer grade level should be set to 10th grade.
- b. Each Summer should be entered in individually by grade level

- You only need to report academic courses, which are courses that have a “p” next to them on your transcript – you DO NOT need to list PE/sports, Health, Student Assistant, etc.

Add a Course

Add the courses you took during each grade level.

- Enter the course title.
 - If you attend a California High school, once you begin typing, you will be presented with a list of courses that contain the letters entered. To refine the list of courses that that appears, continue typing until the correct course appears. (It is recommended that you select the course from the list, and not manually enter a course title)
 - If you did not attend a California high school, manually enter the Course Title
- Select the Course Type.

Course Type	Definition
None	Standard level course
Advanced Placement	AP Course, eligible for an additional point to your GPA calculation
International Baccalaureate	IB Course, eligible for an additional point to your GPA calculation
Honors	Approved Honors Course, eligible for an additional point to your GPA calculation

- Enter the Grade earned for each term
 - If the course was completed, select the letter grade you received for the course during each term
 - If the course is currently In Progress, please select that option
 - If the course is Planned for a future term, please select that option
 - If you are only enrolled in the course for one term, please select No Grade for term which you will not earn a grade (Example: If you take a course for one semester, one field would contain a Grade or Planned or In Progress, then No Grade in the other field)
 - Click the green checkmark to save.
 - Continue adding courses until all A-G coursework for the grade level is entered
 - Click **Add Grade Level** and repeat the steps above to add additional grade levels and courses until your high school transcript is completely entered.
- NOTE:** College courses taken concurrently while in High School must be reported on the Transcript Entry Screen for each college attended. Be sure to visit the A-G Matching screen after completing the Transcript Entry page.

A-G Matching

- Any class whose title did not auto-populate in High School Coursework section will not be automatically counted toward your A-G Subject Totals – you will need to assign each class to the appropriate A-G category

9th Grade 2015-2016 IRVINE HIGH SCHOOL			
Course Title	Grades	Years	A-G
Spanish 1 - NF39KE	C	1	E

9th Grade 2015-2016 IRVINE HIGH SCHOOL			
Course Title	Grades	Years	A-G
Math I - BAPF5E	A, B	1	C

- CSU defines repeated courses as the exact same course with the exact same course title taken at the same school at a later time.
 - If you repeated a course, enter the highest grade(s) earned for the course. Do not enter this repeated course twice.
 - If the repeated course is planned or in progress, enter the original grade earned, as well as the planned or in progress course as a new grade has not yet been earned.

Transcript Entry (For Freshman applicants with College Coursework)

- Complete the Colleges Attended section before entering your courses.
- Report all courses on your transcripts used to fulfill A-G subject requirements.
- Use official copies of your transcripts. Coursework must exactly match your official transcripts; don't use an unofficial version, like a printout from your school's website. List your courses under the correct term, year, and class level. Department prefixes and course numbers must precisely match those on your transcripts.

Transcript Review

Once you enter and save all your courses, click Review & Finalize My Transcripts. As a first-time freshman applicant with College Coursework, your Primary College is the institution where you have earned the most units. You may select No for all remaining questions in this Transcript Review process.